

## MANDATORY/REQUIRED TRAINING NEEDS AND RECORD FORM

**INSTRUCTIONS:** This document is a business tool used to identify and collect required/mandatory training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current work activities or to fulfill training required by Agency and Center policy, law, or regulation. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.

Supervisors must complete this form for each work activity performed within their organization. See LMS-CP-4309 for the detailed procedure.

**Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required. This form may also be used by supervisors to document OJT. The official repository for all other training records is the Office of Human Resources.**

<b>ORGANIZATION</b>					
AIRBORNE SYSTEMS COMPETENCY					
<b>EMPLOYEE NAME</b>					
<b>TRAINING REQUIRED</b>	<b>TRAINING METHOD</b>	<b>WHEN REQUIRED</b>	<b>DURATION</b>	<b>RENEWAL DATE (IF APPLICABLE)</b>	<b>SUPERVISOR SIGN/DATE UPON COMPLETION</b>
<b>ALL EMPLOYEES</b>					
LMS Policy Manual	OJT	Immediate	1 hour	As required	
LMS Organizational Unit Plan	OJT	Immediate	30 minutes	As required	
LMS Center Procedures	OJT	Immediate	1 hour	As required	
LMS Organizational Procedures	OJT	Immediate	1 hour	As required	
Time and Attendance Entry	OJT	Immediate	1 hour	As upgraded	
Credit Card	OJT	Immediate	1 hour	As required	
<b>MANAGERS</b>					
Human Resources Management Overview	Classroom	First year	20 hours	N/A	
Resources & Financial Mgt. Overview	Classroom	First year	8 hours	N/A	
Safety Overview	Classroom	First year	1 hour	N/A	
Management & Supervisory Training (MAST)	Classroom	First year (or before)	1 week	N/A	
Positive Technology Transfer	Video/Classroom	First year	3 hours	N/A	
Time & Attendance Entry and Approval	OJT	Within 3 months	1 hour	N/A	

CLERICAL					
Electronic Purchase Request System	Video/Classroom	Immediate	1 hour	As upgraded	
Time & Attendance Regulations and Submission	Video/Classroom	Immediate	3 hours	As upgraded	
Calendar System	OJT	Immediate	1 hour	As upgraded	
Telephone System	OJT	Immediate	1 hour	As upgraded	
Microsoft Office	OJT	Immediate	4 hours	As upgraded	
Email	OJT	Immediate	1 hour	As upgraded	
Copy Machine	OJT	Immediate	1 hour	N/A	
ADMINISTRATIVE PROFESSIONALS					
Resources & Financial Mgt. Overview	Classroom	First year	8 hours	N/A	
AEROSPACE TECHNOLOGISTS					
Positive Technology Transfer	Video/Classroom	First year	3 hours	N/A	
ELECTROMAGNETICS RESEARCH BRANCH					
Reverberation Chamber, Theory and Practice	Classroom	First year	40 hours	N/A	
FAA High Intensity Radiated Fields Seminar	Classroom	First year	40 hours	N/A	
Far-Field, Anechoic Chamber, Compact and Near-Field Antenna Measurements	Classroom	First year	40 hours	N/A	
Near-Field Antenna Measurements and Microwave Holography	Classroom	First year	40 hours	N/A	
LASER LABORATORY TECHNICIANS					
Non-Ionizing Radiation	Classroom	6 months	8 hours	N/A	
Ionizing Radiation	Classroom	6 months	8 hours	N/A	
Laser Safety	Classroom	6 months	8 hours	N/A	
Chemical Safety	Classroom	6 months	8 hours	N/A	
Cryogen Safety	Classroom	6 months	4 hours	N/A	

COTR					
Contracting Officer Technical Representative	Classroom	6 months	5 days	N/A	
INFORMATION PROTECTION ADVISORS					
IPA Training	Classroom	Immediate	4 hours	N/A	
PROPERTY CUSTODIAN					
Property Custodian Training	Classroom	Immediate	4 hours	N/A	
SOFTWARE RELEASE AUTHORITY					
Software Release Authority Training	Classroom	Immediate	4 hours	N/A	